

ORGANIZATION AND LEADERSHIP DEVELOPMENT PROGRAMS
Professional Intern Program (PIP) and Federal Career Intern Program (FCIP) Development Plan
Please complete a separate form for each phase.

Employee Name:		Org. Code:	Name of Organization:	
Job Title:			Type of Intern:	
Entry Grade Level:	Target Grade Level:	Entry Date:	Phase: (see page 2 for explanation/examples)	Total Phases:

SCHEDULE

Work Assignment and Rotational Assignment		Knowledge and Performance Objectives	Supervisor and/or Mentor	Length (months)	Elective and Supplementary Courses Reading/Reports*
Org.	Date	(see page 2 for examples)	If this is a change form, only supervisor is required to sign.		

*Course requirements consist of one required course – Effective Briefings; plus two elective courses that the manager and intern identify in professional development, leadership development, communication skills, or computer skills. Supplemental courses are additional courses recommended by the supervisor or mentor, usually in a technical skill.

APPROVALS

Print, sign and forward as appropriate.

This schedule of training and work assignment meets the goals of MWI 3410. It does not constitute an agreement between the parties but establishes goals and milestones for the development of the employee. The schedule may be revised when it is clearly in the interest of MSFC because of manpower or mission changes or because of changes in the employee's goals.

	Name	Signature	Date
Supervisor			
Director			
Human Resource Specialist			
PIP/FCIP Program Manager			

What is a phase?

A phase is the development plan for the period of time the intern is in the current grade. Example: An engineer might start out as GS-7 with a bachelor's degree and qualify for the Accelerated First Phase Promotion; phase one then would be that first 6-month period until promotion. Phase two then would be the 12-month period that the intern is in the GS-9 grade until they are eligible for their GS-11. An FCIP who must stay in the intern program two years would have a third phase from the promotion to GS-11 until they finish out their 2-year program.

Do Knowledge and Performance Objectives link to Competencies?

It is suggested that managers consider the competency that will be developed during rotational assignments, course training, and on-the-job work assignments from the list of competencies in the Competency Management System (CMS) as wording in the "Knowledge and Performance Objectives."

Knowledge and Performance Objectives Examples:

1. Work Assignment in Propulsion Test Branch – K&PO = Initial orientation to team and group activities. Assist test engineer in propulsion test activities. Work the buildup, activation, and test activities associated with the MPTA test in support of CLV Upper Stage.
2. Work Assignment in Structural Strength Test Branch – K&PO = Help work any bugs in the new LTA Crosshead Operation procedure. Review, revise, and run procedure to operate Crosshead.
3. Work Assignment in Valves, Actuators, and Ducts Design, & Development Branch – K&PO = Design test fixtures, prepare test procedures, and perform tests related to the Systems Development Test Article and other Component Development Area test projects.
4. Work Assignment in Space Systems Department – K&PO = Understand ECLSS atmosphere revitalization processes, technologies, and projects. Support research with Atmosphere Revitalization Loop Closure and assume increasing levels of responsibility. Support Sorbent Based Atmosphere Revitalization (SBAR) testing, providing data analysis with technical oversight of contractor work to deliver vapor-phase photocatalytic reactor.
5. Work Assignment in Procurement – K&PO = Review and learn established policies, procedures, and timeline requirements. Review budgets, schedules, and project plans. Establish a cost plus award fee activity and record contractor performance under contracts. Maintain official PEB files.
6. Work Assignment in Chief Financial Office – K&PO = Labor Budget Analyst will learn labor costing processes, budget execution, formulation processes, funds analysis, and labor allocation processes. In Accounting Office will learn internal control and cost accounting processes, asset management, and get an overview of the governmental accounting role.
7. Work Assignment in Office of Human Capital – K&PO = Learn HSPD-12 Directive, Security Regulation 1600.1, and FIPS 201.1 relative to new hired civil servants requiring background checks. Learn staffing duties including vacancy announcements, building requisitions, and tracking applicants through NASA STARS. Learn WTTS and its tracking and reporting capabilities. Learn basic workforce strategy and planning processes.